

Message

From: Joffe, Brian [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=0644518D69B8434FA56F868D73CB6657-BJOFFE]
Sent: 2/27/2019 2:39:35 PM
To: Laumann, Sara [Laumann.Sara@epa.gov]
CC: Sutin, Elyana [Sutin.Elyana@epa.gov]; Schefski, Kenneth [Schefski.Kenneth@epa.gov]; Haniewicz, Melissa [Haniewicz.Melissa@epa.gov]
Subject: Re: Telework 2/27/19


Approved

Sent from my iPhone

On Feb 27, 2019, at 7:19 AM, Laumann, Sara <Laumann.Sara@epa.gov> wrote:

Good morning

I'm planning to telework today from 8:30 am to 5 pm (8 hours) from our home in Denver and I'll forward my work phone. I plan to work on the following:

- Review email and voice mail to identify tasks for follow-up after being out of the office the past week
- Update ORC Air Attorney spreadsheet 
- **Ex. 5 Attorney Work Product (AWP)**
- Participate in the following conference calls: 2 pm call on Coyote Station Title V permit petition; 9:30 am call as Union steward
- Check-in with Steve O. on coverage while I was out, if he's back in the office having been out sick yesterday
- Check-in with clients on major cases (Aaron, Jaslyn, Kate) to find out if they have questions for me and when they anticipate having documents ready for my review
- Other duties as they arise

Thanks,
Sara

Sara L. Laumann • Senior Assistant Regional Counsel • Steward, AFGE Local 3607 • US EPA Region 8 • (303) 312-6443